

# Venue Service Booking (Exhibitor) User Guide

Version: 1.2

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## 1. Sign up new Customer Account

- 1.1. Enter the E-ESC link that is provided by AWEM Staff
- 1.2. Click "Register"



- 1.3. Fill in all details accordingly
- 1.4. Password must be at least 6 characters long and contains at least 1 upper case letter, 1 lower case letter, 1 digit and 1 special character (e.g. #?!@\$%^&\*-)

WELCOM	AsiaWorld-Expo 亞洲國際博覽部 ETO ASIAWC Id-class EXPOteinment hub connecting you to	PRLD-EXPO	
		EN Y Register Log in Q	)
	AWEM Annual Event 2024		
	Register		
	Your Account		
Email:		*	
Password:		*	
Confirm password:		*	
	Your Personal Details		
First name:		*	
	WELCOM Aver Testaret	Control passonal  Control pas	

		EN 🗸 Register Log in Q 눧 (f
	AWEM Annual Event 2024	
Edosmul v	h	
Confirm password		*
	Your Personal Details	
		*
Hirst name		
Last name		*
Date of birth	c Day - Month - Year -	*
		*
Company name		
Phone		*
	User agreement	
	Taccept privacy poincy (read)	

REGISTER

1.5. Read the user agreement and check the "I accept privacy policy" box.

1.6. Then Click Register, if success, message will be shown as below

WELCOME TO ASIAWORLD-EXP A world-class EXPOrtainment hub connecting you to the world	o				
	EN ~	Register	Log in	۹	) 说 (0)
Testing -					
Register					
Your registration has been successfully completed. You have just been sent an email containing a	ctivation in	structions	5.		
CONTINUE					
1.7. An email will be sent to the registered email address					
1.8. Follow instruction to activate your account					
From: AWEM Ordering <no reply@asiaworld-expo.com="">         Sent: Thursday, May 8, 2025 9:54:34 AM         To         Subject: [TEST] Please activate your AWEM Venue Services Booking account</no>					
This is a system generated email. Please do not reply to this message.					

Dear Sir/Madam,

Thank you for creating an AWEM Venue Services Booking account. Please activate your account by clicking this link and follow the instructions. For any inquiries or assistance, please don't hesitate to reach out to our dedicated Customer Support Team.

AsiaWorld-Expo Management Limited

## 2. Login to Customer Account

2.1. Click "Log in"

WELCOM	AsiaWorld-Expo 亞洲國原博奠部 E TOO ASIAWOOI ridelass EXPOtainment hub connecting you to the	RLD-EXPO	
	AWEM Annual Event 2024		
1A Visual Devices Screen & Projector	Audio Devices Microphone, Speaker & Mixer	SA Broadband, Wi-Fi & Fixed Line	
(( <b>Q</b> )) ISDN, Fibre Signal & Digital Video Link		5 Banner Hanging Services	
 -Y 7A Power Supply Lighting & Power	7B Power Supply Single Machine (Net for Power Distribution)	8 Piped Services Compressed Air & Water / Drainage	

- 2.2. Follow instruction to activate your account
- 2.3. Log in with your registered username and password

AsiaWorld 亞洲國際 WELCOME TO AS A world-class EXPOteinment h	HE EXPO 開意部 SIAWORLD-EXPO Ub connecting you to the world
	EN 👻 Register Log in Q, 눧 (0)
AWEM Annu	al Event 2024
Welcome, Pl	ease Sign In!
New Customer	Returning Customer
By creating an account on our website, you will be able to shop faster, be up to date on an order's status, and keep track of the orders you have previously made.	Email:  Password: Remember me? Forgot password?
REGISTER	LOG IN

## 3. Forgot Password

3.1. Click "Forgot password?"

WELC	AsiaWorld-Expo 亞洲國際傳算部 COME TO ASIA Aworld-class EXPOteinment hub connect	worldbetable ing you to the world	
	AWEM Annual Event	2024	
	Welcome, Please S	ign In!	
New C	ustomer	Returning Customer	
By creating an account on our website, date on an order's status, and keep tra	you will be able to shop faster, be up to ck of the orders you have previously made. Pass	Email:	
		Remember met Forgot password?	
REG	JISTER	LOG IN	

- 3.2. Enter Email Address and click "RECOVER"
- 3.3. Email will be sent to the registered account

WEL	AsiaWorld-Expo 亞洲國際博覧部 COME TO ASIA WORLD-EXPO A world-dass EXPOteinment hub connecting you to the world
	EN 🗸 Register Log in Q 异 (0)
	AWEM Annual Event 2024
	Password recovery
Please enter your email address below. Yo	rou will receive a link to reset your password.
Y	four email address:
	RECOVER

#### 3.4. Click "this link" in the email



#### 3.5. Input new password then click "RECOVER"



#### 3.6. Below message will be shown after new password is set



## 4. Add Event Service Item to Cart

4.1. On home page, select a product category



#### 4.2. Select an item then click "ADD TO CART"

AsiaWorld-Expo 亞洲國際博覽部
WELCOME TO ASIAWORLD-EXPO
EN 🧹 Keith Luk My account Log out Q 自 ဥ(0)
AWEM Annual Event 2024
Home > 1A - Visual Devices - Screen & Projector
1A - Visual Devices – Screen & Projector
Display 15 v per page
42" LCD/LED Monitor for PC/Video
HK\$2,510.30 for the first 1 day(s), HK\$1,175.20 per each subsequent day
ADD TO CART
103a - 3500 ANSI Lumens LCD Projector
UVP3 D20 An the first 1 draft UVP1 10 k07 new arch scheranisme draft
空湖 園 原 博 复 部
문N 🗸 Keith Luk My account Log out Q 自 异(0)
AWEM Annual Event 2024
★ Home > 1A - Visual Devices - Screen & Projector > 42° LCD/LED Monitor for PC/Video
42" LCD/LED Monitor for PC/Video
Rental price: HRS2,510.30 for the first 1 day(s), HKS1,175.20 per each subsequent day HK\$2,510.30 (30% Site order surcharge is included)
File uplead (Optional) Upload a file
Start date: *         End date: *         Duration:           2024/0901.08.00         2024/0901.23.59         1         dsy(5)           CYYYYMM/DD HH:mmp         CYYYYMM/DD HH:mmp         dsy(5)
1 ADD TO CART

#### 4.3. Enter the required date for the service & Upload a file if required

For item that is charged by day rental, please put within the time range of 08:00 – 23:59 in same date
For item that is charged hourly with minimum hours, please put the exact time range, e.g.: 08:00-12:00 (if min. is 4 hrs) / 08:00-14:00 (if min. is 6 hrs), etc.

- File refers to a technical drawing and / or a location plan

- Some items may require AWEM staff for review/approval before purchasing.

- If the same order has items that does not require approval, those items will be split into another order after checkout for payments

Then click "ADD TO CART"



## 5. Browse your Shopping Cart (Before Checkout)

5.1. Click on the Cart Icon



5.2. Change the quantity of item in "Qty" box type and then click "Update shopping cart"

AsiaWorld Expo 公法 國際時 日本 WELCOME TO ASIAWO	RLD-EXPO
A world-doss EXPOreinment hub connecting you to	interim Laak My account Lagoue Q 😰 🏹 (1)
Shopping cart	
Product(s) <b>47 LCD(LD Matchier for FC/Mides</b> Start state 3024/09/01 08:00. End state 3024/09/01 23:59.	Price         Or         Total         Remove           HR32,510.50         1         HR32,510.30         X
Bosth +	Update shopping cell
	Sub-Teas: HK\$3,510.30 Total: HK\$2,510.30
	agree with the Terms of service and Lathere to them unconditionally      CRECKOUT

5.3. To delete an item from the shopping cart, click on the red cross under "Remove"

5.4. Then click "Update Shopping Cart" to refresh

AsiaWord Exp つ 消滅防衛策部 MELCOME TO ASIAWO Avoidedess EXPOnsiment hole connecting you for	PRLD-EXPO
EN 🗸	Keith Luk My account Log out Q 图 宮(1)
AWEM Annual Event 2024	
Shopping cart	
Product(s)	Price Qty. Total Remove
42" LCD/LED Monitor for PC/Video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:59.	HK32,510.30 1 HK32,510.30 ×
	Update sthopping call Continue shopping
Booth +	
	Sub-Totat: HK12,510.30
	CHECKOUT

## 6. Checkout

6.1. Enter Booth Number

MELCOME TO Avertidates 12000	sieworld Expo 所 區 回 時 費 能 ASIAWORLD-EXPO
	Ell v Kath Lak My ACOVE Lagoet Q 自 買(1)
AWEI	Shopping cart
Product00 42** CDNLD Miniter for PCVMee Sant date: 2024/09/01 0250 End date: 2024/09/01 2359.	Price         Qtp:         Total         Remove           HK\$32,510.30         1         HK\$32,510.30         X
	Update shopping cart Continue shopping
Bosh +	
	Sub-franc: HK\$2,510.30 Total: HK\$2, <b>510.30</b>
	In Agrees with the Terms of service and Laberer     is them unconditionally     CHE CROUT

6.2. For orders during or after move-in phrase, it is required to obtain a pass code from AWE Customer Services to proceed.

	AWEM Appual Ev	EN Vent 2024	ly account l	.og out 🔍 🗎	a g
	Shopping	cart			
Image Pi	roduct(s)	Price	Qty.	Total	Remove
6	10000 ANSI Lumens Laser DLP Projector Start date: 2023/04/24 08:00. End date: 2023/04/24 23:59.	HK\$32,081.40	1	HK\$32,081.40	×
		Update st	opping cart	Continue shop	oing

- 6.3. Certain items require uploading a file (Technical Drawing / Location Plan) before proceeding to checkout
  - For example: ICT / Banner / Rigging / Power Temp Mains orders

Asi © N	aWorld-Expo 國際導動
WELCOME TO Avorté dous EXPoneir	ASIAWORLD-EXPO
	DI V Keinh Luk My account Log out Q, 唐 宮(1)
AWEM	Annual Event 2024
Sh	nopping cart
Production	Price Qty. Total Remove
арекие с крупниту теприона кила и гладом се вкати.	ma_200.00 * ma_200.00 A
	Updale shopping cart Continue shopping
Booth ±	
Form 3 attachment +	
All orders MUST be submitted with scaled drawing(s) of no test shan A3 size and/ AutoCAD format detailing the location(s) of the services required together with location information. And its demonstration. All share more than the services required together with	
bibling information with resolutions with the strugets was such as get. Uplied a file	
	5ub-Total: HK\$200.00
	Total: <b>HK\$200.00</b>
6.4. Check before proceeding	
	Wanted France
Asia 52 M	國際博覽部
WELCOME TO	ASIAWORI D-EXPO
A world-dass EXPOtain	ment hub connecting you to the world
AWEM	
Sh	opping cart
Production	Price Qty. Total Remove
42" LCD/LED Monitor/ for PC/Video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:59.	HK\$2,510.30 1 HK\$2,510.30 <b>X</b>
	Update shopping cart Continue shopping
Booth *	
	Sub-Total: HK\$2,510.30 Total: <b>HK\$2,510.30</b>
	1 Observe with the Terms of service and I adhere
	2 СНЕСКОИТ

- 1. Check all details for the selected item including date, time and quantity
- 2. Tick the box to agree on the terms of service
- 3. Click "CHECKOUT"

#### 4. Click "CONFIRM"

たたはWorld Expo ご 治 回 開 第 日 MELCOME TO ASIAWORLE Avorted-data EXPOrtement hub connecting you to the world	D-EXP	00		
EH 💙 Keith Luk	My account Lo;	gout (	2 🖻 🎽 🛛	
AWEM Annual Event 2024				
Checkout				
Confirm order				
Product(s)	Price	Qty.	Total	
ISDN Line (S/T - Interface, 64kbps x 2 Channels) - For Local Transmission (Air Time Included)	HK\$4,413.50	1	HK\$4,413.50	
42" LCD/LED Monitor for PC/Video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:59.	HK\$2,510.30	1	HK\$2,510.30	
,	Form 3 attachment: In	nage_2023	Booth: 1A-E26 0731092145.jpg	
	Sub-Total: Total:	нк	HK\$6,923.80 6 <b>,923.80</b>	
COSTEM				

- 6.5. For orders that contain both require and not require approval items, the order will split into two orders.
- 6.6. The order with Status "Pending for payment" is ready to be paid directly.
- 6.7. The order with Status "Processing" will require approval. To proceed to payment, click "PAY NOW"
- 6.8. Order submission and invoice will be sent via system generated email separately

AsiaWorld-Expo 亞洲國際博覽部
WELCOME TO ASIAWORLD-EXPO
EN ✓ Keith Luk My account Logout Q 图 异(0)
AWEM Annual Event 2024
Thank you
Your order has been successfully placed. A confirmation letter will be sent to your email address.
ORDER NUMBER: 104 Order are financing expresent of the financing or order dataset PRV No.W
ORDER NUMBER: 105 Order status: Processing Olick here for order details.
CONTINUE

## 7. Payment

Payment can be made online (for HKD\$50,000 or below orders) and offline payment (e.g. bank transfer) then upload payment proof to the system

#### 7.1. Online Payment

1. Able to choose online payment methods such as Visa, Mastercard and JCB

AsiaWorld 亞洲國際博 WELCOME TO AS Avorld-dass EXPOrtainment hut	Expo 資源 SIAWORLD-EXPO Ib connecting you to the world
	EN 🤟 Keith Luk My account Log out Q 自 宮 (0)
AWEM Annua	il Event 2024
Select payme	ent method
Payment passcode *	
*	*
Gotine Payment You will be redirected to an external site to complete the payment	Q Upload Poof Upload Payment Proof

For Orders after move-in, it is required to obtain a passcode from AWE Customer Services to proceed with payment.

2. Click submit to proceed with payment, it will direct to external payment gateway



You will be directed to external payment gateway



3. Then follow instruction and the payment could be settled instantly. If credit card payment is successfully approved by the external payment gateway, the website will direct back the online ordering platform.



4. If online payment confirmed, a system generated email with official receipt will be sent to the registered email.



#### 7.2. Offline payment

Select offline payment



The Party and	CHECK and Ministry ma
O <b>Online Payment</b> You will be redirected to an external site to complete the payment	Offline Payment Pay by cheque or money order
NEYT	

- 1. Upload the transaction record file
- 2. Enter the transaction date
- 3. Enter the Account Number of the transaction that was made
- 4. Optional to enter Reference Number and Remarks
- 5. Click Confirm



After click confirm, message will be shown as below. It is mean upload success, AWEM staff will verify the payment record.



Order Number: 48

#### Payment Proof uploaded successfully!

File Name	AWE_Logo_Colour
Upload Date	06/05/2025 14:38

#### 7.3. Order confirmed

If the payment is verified, the order will automatically be completed. The official receipt will be sent to the registered email address.

If the payment is rejected, please upload the transaction record for verification again.

[TEST] Receipt for Your Payment #48
AWEM Ordering <no_reply@asiaworld-expo.com></no_reply@asiaworld-expo.com>
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
RCPT-R1724948-1.pdf 321 KB
This is a system generated email. Please do not reply to this message.
Dear Sir/Madam,
We've received your payment.
Thank you for your prompt settlement. Attached is your receipt for the order [48].
For any inquiries or assistance, please don't hesitate to reach out to our dedicated Customer Support Team.
AsiaWorld-Expo Management Limited

## 8. Invoice and Receipt

Except receiving invoice and receipt via registered email, both documents could be found in the platform account.

	EN 🗸 Joanne Mal My account g out Q 🗐	岸(0)
	Testing - << Step 1	
My account	My account - Customer info	
Customer info	Your Personal Details	
Orders << Step 2 Change password	First name: *	
	Last name: *	
	Email:	
	Phone: *	
	Company Details	

#### 8.1. Download Order Summary

Click on "EMAIL ME ORDER SUMMARY"

WELC	AsiaWorld-Expo 亞洲國際博覽館 OMEE DO ASIAEWORLD-EXPO Avorld-dess EXPOrtainment hub connecting you to the world	F (0)
	AWEM Annual Event 2024	
AsiaWorld-Expo 可用原用質量 My account - Customer info	My account - Orders	≅ Details
- Orders - Change password	Order status: Pending for payment verification Order Date: 05/09/2024 10:50:49 Order Total: HK\$4.413.50	
	Order Number: 104 and a constraint of the status: Complete order status: Complete order Date: 05/09/2024 10:50:47	₽ Details

A list of ordered items for this event will be sent to the requester via registered e-mail address.

[TEST] AWEM Venue Services Booking Summary            •••••••••••••••••••••••••••••	ad of some pictures in this message.			③     ←     Reply     ≪     Reply All     →     Forward     ····       Thu 08/05/2025 14:39
Name	Price	Quantity		Total
падана че исез	byquotation			Booth: ab01
				Form 5 attachment: <u>RCPT-R213053-1 (2).pdf</u>
			Sub-Total: Order Total:	HK\$0.00
Order Number: 56 Order Status: Complete Order Detail: <u>https://awemescportaltest.azurewebsites.net/en/orderdetails/56</u>				
Name		Price	Quantity	Total
Additional Paper Cones (250 pieces) Delivery date: 2023/10/09 Delivery time: 15:00 - 16:00		HK\$88.40	100	HK\$8,840.00
				Booth: ab01

#### 8.2. Download invoice and receipt



		EN 🗸 Joanne Mak	My account	Log out	へ 創	) 近 (0)
	Testing -					
My account - Customer info - Orders - Change password	My account - Orders EMAIL ME ORDER SUMMARY Order Number: 57				=	- Details
	Order status: Processing Order Date: 07/05/2025 16:42:18 Order Total: HK\$0.00				_	- Delails
	Order status: Complete Order Date: 07/05/2025 16:29:09 Order Total: HK\$9,724.00					
	Order Number: 55				=	- Details
	Order status: Pending for payment Order Date: 07/05/2025 16:21:46 Order Total: HK\$8.118.40					

Then Invoice and Receipts will also be available for download in order details

		EN 🧹 Joanne Mak My	y account Log out 오 官 注	(0)
	Testing -			
	Order	information		
	G Testing - A Order Date: V Order 1 Order 1 Invoice	DRDER #56 SIA FRUIT LOGISTICA Wednesday, 7 May 2025 Status: Complete Total: HK\$9,724.00 P(S) & Receipt(S)		
Created on	Туре	File	Remarks	
Wednesday, 7 May 2025	Receipt	RCPT-R1724956-1	Latest	
Wednesday, 7 May 2025	Invoice	INV-11724956-1	Latest	
	F	Product(s)	Amended iter	m(s)

## 9. Amend / Cancel an Order

• Amendment or Cancellation of an order can only be done by AWEM Staff subject to review and approval. Please contact dedicated staff for further information.

## 10. Button usage- Return to "Home page"

• To return to Event Home Page, click on the AsiaWorld-Expo banner

AsiaWorld-E 企用電源等 WELCOME TO AS A world-dess EXPOteinment heb	東京 IAWORLD-EXPO connecting you to the world
	EN v Keith Luk My account Log out Q 自 异(1)
AWEM Annual	Event 2024
Shoppin	ig cart
Product(s)	Price Qty. Total Remove
42" LCD/LED Monitor for PC/Video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:59.	Hel32.510.30 1 Hel32.510.30 X
	Update shopping cart Continue shopping
Booth +	
	Sub-Total: H452,510.30 Total: HK52,510.30
	I agree with the Terms of service and I adhere to them unconditionally

## 11. Button usage- View Order History

• On the menu bar, click on the



• All Order history (in the current events) will be displayed

WEL	SiaWord Expo 通洲國際博覧部  COME TO ASIA WOR  A world-dass EXPOteinment hub connecting you to the world-dass EXPO te man and you to the world-dass EXPOteinment hub connecting you to the world-dass	eith Luk My Account Leg out Q 🖹 🛱 (0)
	AWEM Annual Event 2024	
AsiaWorld-Expo 分析 原用 有 原 Customer info - Orders - Change password	My account - Orders EMAIL ME ORDER SUMMARY Order Number: 105 Order status Processing Order Date: 05/09/2024 10:50:49 Order Total: HK4.413.50	I Delans
ntips://www.esportalder.azuwweinster.wet	Order Number: 104 Order statu:: Pending for payment Order Date: 650992024 10:50:47 Order Total: HK\$2.510.30	III: Ontaile

• For "Pending for payment" orders, click "Pay now" to proceed to payment

			(	EN 👻 Keith L	uk Myaccount L	ogout Q	1 图 第10
		AWEM Annua	l Event 2	024			
		ORDER AWEM Annual Order Date: Thursday Order Status: Pend	#104 I Event 2024 t, 5 Septembe ling for payn 0.510.30 tow	er 2024 sent			
Cres	sated on	Type	receipt(s)	File			
Th	hursday, 5 September 2024	Invoice		INV-18118104-1			
		Produ	ict(s)				
Nan	me				Price	Quantity	Total
<b>42</b> Str	2" LCD/LED Monitor for PC/Video tart date: 2024/09/01 08:00. End date: 2024/09/01 23:59.				HK\$2,510.30	1	HK\$2,510.30
Remo	oved item(s)						
		Attachm	nent(s)				
Nan	me		File				
Fo	orm 3 attachment		Image_2023	0731092145.jpg			
Remo	oved attachment(s)						
					Sub-Total: Service Charge: Order Total: Order Status:	Pendin	HK\$2,510.30 HK\$0.00 HK <b>\$2,510.30</b> g for payment
					Re-order		

• To view a rejected item by AWEM staff, click "Removed Item(s)"

		EN 🗸 🛙	eith Luic My acco	ount Log	out Q	圓 其(
	AWEM Annua	l Event 2024				
	ORDER AWEM Annua Order Date: Thursdøy Order Status: Pend Order Total: F Pag s	t #104 I Event 2024 x, 5 September 2024 ling for payment HK\$2,510.30 zow				
	Invoice(s) &	Receipt(s)				
Created on	Туре	Fie				
Inursoay, 5 september 2024	Invoice	INV-18118104				
	Produ	uct(s)				
Name			Price	0	Quantity	Total
42" LCD/LED Monitor for PC/Video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:59			HK\$2,	,510.30	1	HK\$2,510.30
Removed item(s)						
	Attachn	nent(s)				
Name		File				
Form 3 attachment		Image_20230731092145.jpg				
Removed attachment(s)						
			Sub-Total			HK\$2.510.30
			Service Cha	arge:		HK\$0.00
			Order Total Order Statu	l: US:	Pending f	HK\$2,510.30 for payment
			Re-or	rder		

• Click "Re-Order" to add item to cart again

		(	EN 👻 Keith L	uk Myaccount	Logout C	く 回 宮の
	AWEM Annua	al Event 2	024			
	ORDER AWEM Annus Order Date: Thursde Order Status: Pen Order Total: Pay	e #104 al Event 2024 y, 5 Septembe ding for paym HK\$2,510.30 now	τ 2024 sent			
	Invoice(s) 8	Receipt(s)				
Created on Thursday, 5 September 2024	Type Invoice		File			
	Prod	uct(s)				
Name				Price	Quantity	Total
42" LCD/LED Monitor for PC/Video Start date: 2024/09/01 08:00. End date: 2024/09/01 23:5	a.			HK\$2,510.30	1	HK\$2,510.30
Removed item(s)						
	Attachr	nent(s)				
Name		File				
Form 3 attachment		Image_2023	0731092145.jpg			
Removed attachment(s)						
				Sub-Total: Service Charge: Order Total: Order Status:	Pendin	HK\$2,510.30 HK\$0.00 HK <b>\$2,510.30</b> g for payment
				Re-order		

## 12. Appendix 1 – Submission for order quotation

1. Click add to cart

			EN 🗸	Joanne Mak	My account	Log out	۹	官 其())	
		Testing -							
😭 Home 🔰 5 - Banner Hanging	Services								
		5 - Banner Har	nging Servic	es					
Display 15 🗸 per page								:≡	
	Rigging Services								
	By quotation								
NO IMAGE	ADD TO CART								

2. Quantity could be edit then click update shopping cart

Testing -

Image I	Product(s) Rigging Services This item requires additional approval. If you order items that do not require approval in the same order, the order will be split into two orders after checkout.	Price	Qty.	Total	Remove
NO MAR	Rigging Services This item requires additional approval. If you order items that do not require approval in the same order, the order will be split into two orders after checkout.		$\frown$		
		By quotation		By quotation	×
		Update she	opping cart	Continue shopp	bing
Booth * Form 5 attachmer All orders MUST be AutoCAD format de loading information contractor. Any late	tt * submitted with scaled drawing(s) of no less than A3 size and/or tailing the location(s) of the services required together with a las the approval email from event organiser or official e order(s) will be subject to surcharge.				
Information of Rigging Structure:	Plan view of structure / truss frame with all dimensions     Elevation view of structure / truss frame with all dimensions     Plan of entire hall to indicate booth location, orientation of     structure, markings of the rigging points / structure / truss     frame     Perspective view of the design     Total waight of the structure includion truss frame if any				

- 3. Fill-in booth number
- 4. Submit required drawings
- 5. Price is set as "0" when checkout

Testing -				
Rigging Services This item requires additional approval. If you order items that do not require approval in the same order, the order will be split into two orders after checkout.	By quotation	1	By quotation	×
	Update sho	opping cart	Continue shop	ing
Booth *         Cornor Sattachment *         Burders MUST be submitted with scaled drawing(s) of no less than A3 size and/or AugoCAD format detailing the location(s) of the services required together with location, size the approval email from event cogniser or official corrections of the services required together with location, size the approval email from event cogniser or official corrections of structure / truss frame with all dimensions         Information Rigging Structure       • Plan view of structure / truss frame with all dimensions         Planet with of structure / truss frame with all dimensions       • Planetwith of structure / truss frame with all dimensions         Planet with of structure / truss frame with all dimensions       • Planetwith eventure / truss frame with all dimensions         Planet with of structure / truss frame with all dimensions       • Planetwith eventure / truss frame with all dimensions         Planet with with eventure / truss frame with all dimensions       • Planetwith eventure / truss frame with all dimensions         Planet with with eventure / truss frame with all dimensions       • Planetwith eventure / truss frame with all dimensions         Planet with with eventure / truss frame with all dimensions       • Planetwith eventure / truss frame with all dimensions         Remarket       • Planetwith eventure / truss frame with all dimensions       • Planetwith eventure / truss frame with all dimensions         Remarket       • Planetwith eventure / truss frame with eventure / truss fr				
	Sub-Tota Total:	al:	H⊮ HK\$	1\$0.00 <b>D.00</b>
	to them	e with the Tern unconditionall	ns of service and I a y CHECKO	dhere UT

6. Click checkout then order is submitted, order status is "Processing"

Testing -					
Order ir	nformatio	n			
OR Testing - ASU Order Date: T Order Sta Order T	RDER #50 A FRUIT LOGISTIC ľuesday, 6 May 202 atus: Processing Total: HK\$0.00	<b>A</b> 25			
Pro	oduct(s)				
					Amended item(s)
Name			Price	Quantity	Total
Rigging Services			By quotation	1	By quotation
Removed item(s)					
Attao	chment(s)				
					Amended item(s)
Name	File				
Form 5 attachment	AW	E_Logo_Colour.jpg			
Removed attachment(s)					

## 7. Notification Email will be received of order submission, then AWEM staff will review and quote

[TEST] Your order request has been submitted: #50 😳 🕤 Reply 🐇 Reply All → Forward AWEM Ordering <no\_reply@asiaworld-expo.com> Tue 06/05/2025 15:46 () Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. This is a system generated email. Please do not reply to this message. Dear Sir/Madam, We are pleased to inform you that your order request [50] has been received. Our team will begin processing it promptly. After reviewing, you will soon receive a confirmation email with payment schedule. \*The order placement is not yet completed at this stage Order Details: https://awemescportaltest.azurewebsites.net/en/orderdetails/50 Name Price Quantity Total **Rigging Services** By quotation By quotation 1 Booth: 1A01 Form 5 attachment: <u>AWE Logo Colour.jpg</u> Sub-Total: HK\$0.00 Order Total: HK\$0.00 AsiaWorld-Expo Management Limited

- 8. Invoice will be sent once the order request is quoted
- 9. Quotation price will be mentioned in the invoice
- 10. Users need to log-in the platform if confirm to settle the payment (via online credit card payment or bank transfer)



Attached is your invoice for order [50]. Please make the payment by 6 May 2025.

For any inquiries or assistance, please don't hesitate to reach out to our dedicated Customer Support Team.

AsiaWorld-Expo Management Limited

## 13. Appendix 2 – Stand catering order- Purchase same type of item and deliver in different show date

After select 1<sup>st</sup> round of snack on a particular date and delivery time then added to cart, numbers on the cart will be added in. The website still on the same page.



Select another date and delivery time and confirm the quantity for the 2<sup>nd</sup> round then add to cart again. New quantity in the cart will be added in.



	Additional o	order of same	type of item	could be	reviewed	in the	cart
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	EN 👻	Joanne Mak My	account Log	out Q 🗎	] 済(3)
	Testing -				
	Shopping cart				
Image	Product(s)	Price	Qty.	Total	Remove
	Mini Curry Vegetable Puff (1 dozen) Delivery date: 2023/10/12 Delivery time: 08:30 - 09:00 Edit	HK\$331.50	1	HK\$331.50	×
-	Mini Curry Vegetable Puff (1 dozen) Delivery date: 2023/10/13 Delivery time: 09:00 - 09:30 Edit	HK\$331.50	2	HK\$663.00	×
		Update shop	ping cart	Continue shop	bing
Booth *					